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## INFORMATION REPORT INFORMATION REPORT

## CENTRAL INTELLIGENCE AGENCY

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PROCESSING COPY

COUNTRY Poland

REPORT

SUBJECT Finance Department of the Ministry  
of National Defense

DATE DISTR.

8 JUL 1958

25X1

NO. PAGES

1

REFERENCES

RD

DATE OF  
INFO.PLACE &  
DATE ACQ

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SOURCE EVALUATIONS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

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1. A report containing information on the function, organization, and operations of the Finance Department of the Polish Ministry of National Defense

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ARMY review completed.

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ORGANIZATION OF POLISH MILITARY FINANCE, PAY AND ALLOWANCES,  
GOVERNMENT HOUSING, AND CLOTHING ALLOWANCES FOR MILITARY PERSONNEL (C)

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Summary: This report contains [REDACTED] information regarding the mission, organization and operations of the Department of Finance of the Ministry of National Defense. Also included is [REDACTED] information on pay and allowances for Armed Forces career personnel, reservists, and conscripts, and on government housing and clothing allowances for Armed Forces career personnel.

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### ORGANIZATION OF POLISH MILITARY FINANCE, PAY AND ALLOWANCES, GOVERNMENT HOUSING, AND CLOTHING ALLOWANCES FOR MILITARY PERSONNEL

#### Introduction

This report gives [ ] information on the organization and functions of the Department of Finance of the Ministry of National Defense and on pay and allowances and government housing and clothing allowances [ ]

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#### A. DEPARTMENT OF FINANCE, MINISTRY OF NATIONAL DEFENSE

##### 1. Mission

The principal mission of the Department of Finance (Departament Finansowy) of the Ministry of National Defense (Ministerstwo Obrony Narodowej - MON) was the organization of the finance system of the Polish Armed Forces and the payment of its personnel. The Chief of the Department of the Finance (Szef Departamentu Finansowego) was responsible for the proper functioning of the department. He was assisted by the Deputy to the Chief of the Department of Finance (Zastepca Szefa Departamentu).

##### 2. Organization (See Annex A.)

###### a. Organizational and Legal Branch (Wydział Organizacyjno Prawny)

- (1) Established the TO for Finance Sections at all levels of the Polish Armed Forces.
- (2) Acted as a legal advisory staff for Class I, Class II, and Class III Disbursement Offices. (For a definition of Class I, II, III Disbursement Offices, see paragraph 3, below.)
- (3) Handled personnel and disciplinary matters of the Finance Department of MON.
- (4) Established regulations pertaining to financial matters of the Polish Armed Forces.

###### b. Planning Branch (Wydział Planowania)

- (1) Established the budget for the Ministry of National Defense.
- (2) Established the budget for Class II Disbursement Offices.

###### c. Comptroller Branch (Wydział Uposazen)

Established the pay scales and allowances for Polish Armed Forces career and reserve personnel.

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### d. Control Branch (Wydział Kontroli)

- (1) Organized finance control procedures and trained Finance Control Officers in Class II Disbursement Offices.
- (2) Controlled the finance activities of Class II Disbursement Offices and the activities of Class III Disbursement Offices located in WARSAW.

### e. Bookkeeping Branch (Wydział Księgowości)

Kept ledgers on financial credits and debits for military units as low as Military District level in the Army and to corresponding levels in the Navy and Air Force.

### f. Medical Pension and Retirement Branch (Wydział Emerytury)

Established medical pensions and retirement pay for all ex-service personnel.

### g. Military Enterprise Section (Seksja Przedsiębiorstw)

- (1) Organized the Finance Sections in all Armed Forces enterprises such as military vehicle repair centers, military controlled exchanges etc.
- (2) Represented the Military Finance Department in financial transactions with civilian suppliers of goods for the Polish Armed Forces.

### h. Classified Documents Section (Kancelaria Tajna)

Handled all classified messages, documents, and manuals pertaining to military finance.

### i. Unclassified Documents Section (Kancelaria Jawna)

Handled all unclassified messages, documents, and manuals pertaining to military finance.

## 3. Disbursement Offices

### a. Class I Disbursement Office (Dysponent Pierwszego Stopnia)

There was only one Class I Disbursement Office in Polish military finance structure. This was the Finance Department of the Ministry of National Defense.

### b. Class II Disbursement Offices (Dysponenci Drugiego Stopnia)

#### (1) List of Class II Disbursement Offices

The following Central Offices and Headquarters were considered Class II Disbursement Offices:

- (a) Directorate of Supply of MON (Kierownictwo Zaopatrzenia MON)
- (b) Military District Headquarters (Dowództwa Okręgów Wojskowych)  
(3 Districts)
- (c) Air Force Headquarters (Dowództwo Wojsk Lotniczych)

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- (d) Navy Headquarters (Dowodztwo Marynarki Wojennej)
- (e) Main Political Administration of the Polish Army (Główny Zarząd Polityczny Wojska Polskiego)
- (f) Department of the Quartermaster (Departament Kwatermistrzostwa)
- (g) Department of Armament (Departament Uzbrojenia)
- (h) Department of Communication (Departament Łączności)
- (i) Department of Food and Clothing (Departament Żywnościowy i Mundurowy)
- (j) Department of Artillery (Departament Artylerji)
- (k) Department of Health Service (Medical) (Departament Służby Zdrowia)
- (l) Department of Transportation (Departament Samochodowy)

Disbursement Offices There were other departments which were also considered Class II

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The Department of Finance of MON had two types of credits for disbursement, one being personnel pay credits and the other, materiel credits.

(2) Offices for Disbursement of Personnel Pay Credits

Class II Disbursement Offices which handled the disbursement of personnel pay credits were as follows:

- Directorate of Supply for MON
- Military District Headquarters (3 Districts)
- Air Force Headquarters
- Navy Headquarters
- Main Political Administration of the Polish Army

There were other departments which were considered Class II Disbursement Offices for disbursement of personnel pay credits

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Each of the above mentioned organizations had Class III Disbursement Offices attached to them which handled financial matters for personnel who were assigned for duty within the organization.

(3) Offices for Disbursement of Materiel Credits

Class II Disbursement Offices which handled the disbursement of materiel credits were as follows:

- Department of the Quartermaster
- Department of Armament
- Department of Communication

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Department of Food and Clothing

Department of Artillery

Department of Health Service (Medical)

Department of Transportation

There were also other departments which were considered Class II Disbursement Offices for disbursement of materiel credits [redacted]

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**c. Class II Disbursement Offices**

(1) Subordinate directly to the Department of Finance of the Ministry of National Defense

- (a) Finance Section of Polish Military Intelligence (Z-II).
- (b) Finance Section of the Directorate of Information (the military counter-intelligence service--GZI).

(2) Subordinate to the Directorate of Supply for MON

- (a) Finance Section of the Directorate of Supply (for personnel assigned for duty with the Directorate of Supply).
- (b) Finance Section of the General Staff of MON.
- (c) Finance Section of the Headquarters of the Land Armies (Dowództwo Wojsk Lądowych).
- (d) Finance Section of the MON Hospital (Szpital Ministerstwa Obrony Narodowej).
- (e) Finance Section of the 10th Trans Bn.

[redacted] there may have been other Finance Sections which were subordinate to the Directorate of Supply for MON [redacted]

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**B. PAY AND ALLOWANCES FOR ARMED FORCES CAREER PERSONNEL, RESERVISTS, AND CONSCRIPTS**

From the year 1950-51 career personnel of the Polish Forces were exempt from paying government taxes. All career personnel, including reserve personnel on active duty, received their monthly pay one month in advance, payable on the first day of each month. The pay and allowances scale given in this report is based on figures [redacted] up to 1952. [redacted] there were very few changes, if any, in the pay and allowances of career personnel. Most pay and allowances were stabilized after ROKOSSOWSKI became Minister of National Defense in 1950-51 and had remained so after his departure.

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1. Base Pay (Uposazenie za Stopien)

Career personnel received base pay as prescribed by the Comptroller Branch of the Department of Finance of MON. Amounts of the monthly base pay allowance for company (junior) and field (senior) grade officers were as follows:

Second Lieutenant	(Podporucznik)	600 zlotys
First Lieutenant	(Porucznik)	700 "
Captain	(Kapitan)	900 "
Major	(Major)	1,100 "
Lieutenant Colonel	(Podpulkownik)	1,300 "
Colonel	(Polkownik)	1,400 "

2. Functional Pay (Dodatek Funkcyjny)

Although base pay for a particular grade was established at the same rate throughout the country, functional pay varied according to the station of assignment. The Comptroller Branch of the Department of Finance of MON established the functional pay scale for all Central Institutes (Instytuty Centralne) of MON, while the Comptroller Sections of the individual Military Districts established the functional pay scale for subordinate units within their districts.

The functional pay scale of the Central Institutes of MON was considerably higher than those of units stationed in the provinces. For example, the senior aide to the Chief of O-II (Odzial Drugi) of Z-II (Zarzad Drugi) received the same amount of functional pay as a regimental commander stationed in the provinces. The functional pay for both positions was 900 zlotys monthly.

An officer who was carried by the Personnel Department (Departament Kadr) of MON or of a Military District, and who for the time being was not assigned to a specific TO slot in a unit, received his base pay and 100 percent of the functional pay for his last position, for the first month he was on unassigned status; he received 50 percent of the functional pay the second month he was on unassigned status.

3. Dependents' Allowances (Dodatek Rodzinny)

The allowance for a wife was approximately 60 zlotys monthly. This was payable only if the wife was incapable of manual labor or if she was over 50 years of age.

The allowance for the first child was approximately 50 zlotys monthly. The allowance for the second child was approximately 80 zlotys monthly. In the event there were more children, the allowance was increased (exact amount of the increase unknown).

The allowance for elderly dependent parents was approximately 60 zlotys monthly, payable only in the event both parents were incapable of self support or if they were over 65 years of age.

In cases where children by a previous marriage had to be supported because of a court order, an additional allowance of 50 zlotys per child was paid monthly. A divorced wife's alimony had to be paid by the armed forces member from his own pocket.

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4. Subsistence Allowance (Dodatek Żywnościowy)

The subsistence allowance was established during 1954-55. The allowance, throughout the Armed Forces, was set at 180 zlotys monthly. It was paid to both bachelor and married career personnel.

5. Capital City Allowance (Dodatek Stoleczny)

All career personnel who performed their duties in the capital city of WARSAW, even though they might not be attached to any of the Central Institutes of MON, received this allowance. The allowance ranged between 50 and 100 zlotys monthly, depending upon the grade of the recipient. This allowance was paid in consideration of the higher cost of living there.

6. Sea Port Allowance (Dodatek Morski)

This allowance was only paid in GDYNIA, GDANSK, SOPOT and SZCZECIN. All career personnel who performed their duties in these cities received this allowance because of the higher cost of living there as compared with other cities in Poland. This allowance ranged between 50 and 100 zlotys monthly depending upon the grade of the recipient.

7. Allowance for Service in Special Units (Dodatek za Prace w Organach Specjalnych)

An allowance of 15 percent of the total of base and functional pay was paid to career personnel who served with the Directorate of Information (Counter-intelligence-GZI) and Military Intelligence (Sluzba Wywiadowcza--Z-II). This allowance was paid as an incentive award for duties performed.

8. Allowance for Operational Duty in Z-II (Dodatek za Prace Operacyjna w Z-II)

An allowance of 15 percent of the total of base and functional pay was paid in addition to that listed in par B, 7 above to all career officer personnel who performed operational duties in Section I and Section II (Operational Sections) of Z-II. This allowance was paid as an incentive award for duties performed.

9. Longevity Allowance (Dodatek za Wysluge Lat)

[redacted] This allowance was paid for periods of uninterrupted service, as follows:

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After five years of service	5 percent of the base and functional pay
After ten years of service	10 percent of the base and functional pay
After 15 or more years of service	12 to 15 percent of the base and functional pay

[redacted] after 1951, military intelligence (Z-II) still paid its personnel longevity allowance. However, he did not know if the other services had continued to do the same.

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10. Flight Pay (Dodatek za Lotnictwo)

[redacted] it was paid to career Armed Forces personnel who actively participated in flights.

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11. Sea Duty Allowance (Dodatek za Sluzbe Morska)

it was paid to career Armed Forces personnel who performed duties aboard vessels on the greater inland waters or the open seas.

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12. Allowance for Operational Duties With Coding Units (Dodatek za Prace Operacyjna w Jednostkach Szyfrowych)

This allowance was not limited to officers of the Fifth Department of the General Staff of MON (Cipher Department); it also included all crypto-officers in lower echelon units no idea which units would have crypto-officers), throughout the Polish Armed Forces.

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Five percent of the base and functional pay was paid to crypto-officers after the first two years of continuous service with a cryptographic unit, and this allowance was later increased to 15 percent after an unknown length of service.

13. Travel Pay, Allowances and Reimbursements

Before leaving a station on temporary duty, career personnel received travel orders which stated the individual's name, grade, station to be visited, means of travel, and reason for the travel. The travel order was authenticated and signed by the CO of the individual's unit or by an officer designated to do so by the CO and bore the seal of the dispatching unit.

Upon approval of the CO, the individual could receive an advance sum of money from the unit Finance Officer for traveling expenses. Upon completion of the temporary duty, vouchers justifying the expenditures were presented to the Finance Office, and any balance remaining from the advance pay was turned in.

## a. Travel by Rail

## (1) Authorized Accommodations

All career officers were authorized to travel in first class accommodations on regular trains. Career NCOs travelled in second class accommodations. In cases where travel was urgent, personnel were authorized to use express trains. In cases where officers wished to travel by express train rather than by regular train and were not eligible for first class accommodations on express trains, they could utilize second class accommodations of express trains, the cost of which was the same as that for first class accommodations on regular trains.

If the travel period was between 2200 hours and 0600 hours or if it lasted longer than six hours, an officer was allowed to utilize second class sleeper accommodations. General officers were permitted to use first class sleeper accommodations at all times.

## (2) Reimbursement of Funds for Rail Travel

Upon completion of temporary duty travel, the travel orders were presented to the unit Finance Officer showing entries made by the railroad cashier as to the class of accommodations used and the cost of the train ticket. When sleeper accommodations were used, a coupon from the additional sleeper ticket was attached to the travel orders.

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**b. Travel by Air****(1) Use of Air Travel**

In very urgent cases of travel, officers were allowed to use air transportation, but only if this mode of travel was specified in the travel orders.

**(2) Reimbursement of Funds for Air Travel**

Upon completion of travel, the travel orders were presented to the unit Finance Officer with a duplicate copy of the airline ticket, and the officer was reimbursed for the total amount.

**c. Per Diem**

Per diem payments to career personnel for temporary duty could not exceed 21 zlotys daily for travel to provincial cities (miasta wojewodzkie) or 18 zlotys daily for travel to all other cities. When the last day of temporary duty consisted of a period of eight hours or less, the individual was entitled only to half of a day's allowance.

In order to receive per diem, personnel on temporary duty needed verification from a responsible officer at the station visited, stating the date and time of arrival and the date and time of departure. When an individual was directed to a civilian institution, verification was entered on the travel orders by a responsible officer of the nearest military post or garrison in the immediate vicinity of the civilian institution visited.

The only personnel who were exempt from these procedures were personnel assigned to Military Intelligence (Z-II) and Counterintelligence (GZI) units.

**d. Reimbursement for Hotel Expenses**

In order for personnel on temporary duty to be eligible for reimbursement of overnight expenses, an entry had to be made on the travel orders by a responsible officer of the station visited to the effect that appropriate quarters were not available and therefore hotel accommodations had to be utilized; in such cases the hotel bill was attached to the travel orders.

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**e. Additional Reimbursement for Travel Expenses**

The term "additional reimbursement for travel expenses" was applied to the cost of taxi fares, streetcar fares, or other travel necessary to performance of the temporary duty, such as transportation between the individual's quarters and the railroad station. A total of three zlotys was allowed to cover such expense for both the departure and arrival.

**14. Permanent Change of Station Allowances**

These allowances applied only to career personnel who were transferred on orders of Commanders of Military Districts or by the Personnel Department (Departament Kadr) of the Ministry of National Defense.

**(1) Basic Moving Allowance**

When career personnel received orders for a permanent change of station, they also received a basic moving allowance, depending upon the distance of the next

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station. After the move was made, all expenditures incurred during the process of moving were itemized and turned in to the local Finance Officer for the final tabulating of further credits or debits due. Legitimate moving expenditures included the cost of transporting the individual's family, which included an added amount of 21 zlotys per diem for the transferee and his wife.

## (2) Dislocation Allowance

If the transferee was married, he received a dislocation allowance equivalent to a full month's pay and allowances, the same amount as he had received on the last pay day.

Single persons transferred on a permanent change of station basis received a dislocation allowance which was equivalent to 50 percent of the total pay received on the last pay day.

Career personnel who had a permanent change of station transfer at their own request were not entitled to any compensation for the transfer.

## 15. Pay Upon Relief from Active Duty or Retirement (Dodatki Emeryturne)

Career personnel were released from active duty in the armed forces for the following reasons:

### a. Release from Active Duty and Assignment to the Reserve

Career personnel were usually released from active duty and assigned to the reserve for political reasons, failure to meet the required standards of the Armed Forces, non-service-connected health reasons, and on personal request.

Personnel who were released for any of these reasons except personal request received a mustering-out pay equivalent to four month's pay at the highest grade held and 50 percent of four months' functional pay.

### b. Involuntary Release from Active Duty Under Manpower Reduction Program

Career personnel released from active duty and assigned to the reserve because of a reduction of manpower received a mustering-out pay equivalent to 12 months' basic pay allowance. This could not be drawn in a lump sum; it was paid monthly by Region Military Commands (Wojskowa Komenda Rejonowa - WKR).

### c. Release from Active Duty for Medical Reasons

Release from active duty for medical reasons depended upon the decision of a military Medical Commission (Wojskowa Komisja Lekarska). This Commission also established if an individual was eligible for a medical pension and whether the disability was service-connected. [ ] not know the percentage basis of payments for various types of disabilities.

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### d. Retirement Pay

The amount of the retirement pay was unknown [ ] it was based on grade, age, and length of service.

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16. Reserve Pay

Until 1955 a reserve officer called for two or three months' annual reserve training received the base pay for his grade from the military Finance Office and, in addition, 50 percent of his normal civilian pay for the entire period of his reserve training, which was paid by his employer.

[redacted] a regulation was put into effect that bachelor officers received 50 percent of their civilian pay from their employers; married personnel received 60 percent; and those with two or more children received 75 percent.

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17. Conscript Pay and Allowances

Personnel who were drafted for a two or three year period were paid normal pay and allowances (amounts were unknown [redacted]). If the conscript was the sole supporter of his immediate family, based on the presumption that his wife or parents were incapable of supporting themselves, the National Council (Rada Narodowa) would allocate a token sum of money (amount unknown) toward the support of his dependents for the period of time such a conscript was a member of the Armed Forces.

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C. GOVERNMENT HOUSING AND CLOTHING ALLOWANCES FOR ARMED FORCES CAREER PERSONNEL1. Government Housing

The housing of career personnel and their dependents was handled by the Quartering Department and Quartering Sections of the Polish Armed Forces. Career personnel were not paid any quarters allowance. All housing, new and old, was assigned according to the number of members in the career member's family.

a. Old Housing

Personnel receiving quarters in buildings either of pre-WW II construction or in buildings constructed immediately after WW II, were allocated living space as follows: A family of two persons was eligible to receive one room as living quarters, with the use of a communal bath and kitchen. A family of three or four persons was eligible to receive two rooms as living quarters, with the use of a communal bath and kitchen. Field grade officers were usually assigned a small apartment (two or three rooms) with private bath and kitchen facilities.

b. New Housing

This type of housing was allocated on the same basis as the old type, except that each member of the family was allocated 12 square meters of living space, which was about the size of a typical room in the new housing units being constructed in Poland after 1950.

[redacted] a token rental payment (amount unknown) had to be paid the Quartering Department on a bi-yearly basis. [redacted]

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[redacted] between 1950 and 1952, career personnel were very lax in paying the token rental to the Quartering Department, and in 1955, [redacted]

[redacted] the Quartering Department began to harass the occupants of government quarters for payments due and timely payments in the future. The Quartering Department went so far as to request the aid of the Finance Department of the Ministry of National Defense in collecting overdue payments.

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2. Clothing Allowances

The Finance Department exercised no control over the allocation of clothing allowances or the issue of clothing to career personnel of the Polish Armed Forces. This was established and controlled by the Clothing Branch of the Department of Food and Clothing of MON.

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The approximate amounts of the clothing issue issued during the period 1951-52 to career personnel, including NCOs, company grade officers, and field grade officers, were as shown below. [ ] no information on the issue of clothing to general officers.

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## a. Clothing Issued to Career Personnel (Approximate)

<u>Item</u>	<u>Quantity</u>	<u>Wear-out Period</u>
(1) <u>Military Overcoat</u>	1	3 years
Company grade officer and NCOs received a ready-made overcoat; field grade officers received three meters of material, accessories, and approximately 600 zlotys for tailor's fees.		
(2) <u>Trench Coat (Rain Coat)</u>	1	3 years
All personnel received a ready-made coat.		
(3) <u>Class "A" Gabardine Uniform</u>	1	3 years
Issued as in item (1) above.		
(4) <u>Winter Duty Uniform</u>	1	2 years
Issued as in item (1) above.		
(5) <u>Summer Duty Uniform</u>	1	2 years
Field grade officers received gabardine trousers and blouse; company grade officers and NCOs received gabardine trousers and khaki blouse; items issued as in item (1) above.		
(6) <u>Dress Uniform</u>	1	3 years
Green gabardine blouse and dark blue gabardine trousers with white woven silk Sam Browne type belt; items issued as in item (1) above.		
(7) <u>Shirts</u>	3	1 year
All personnel received ready-made shirts.		
(8) <u>Tie</u>	2	1 year
Dark Green, Cotton		
(9) <u>Cap</u>	Unknown	Unknown
(Type unknown)		

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<u>Item</u>	<u>Quantity</u>	<u>Wear-out Period</u>
(10) <u>Shoes, Service</u>	2 pair	2 years

Dress and duty, with two pairs of leather soles a year. All personnel received factory-made shoes.

Underclothing, socks, handkerchiefs, gym shoes, towels, and Sam Browne duty belt were also issued; quantities and wear-out period unknown.

Leather Map Case	1	Unknown
Leather Utility Bag	1	Unknown

b. Clothing Records

Each career officer and NCO had a clothing book in which entries were made of each item issued and the date of issue. This book also contained coupons for the main articles of clothing. These coupons were clipped out as those items of clothing (or the issue of the equivalent in materials, in the case of field grade officers) were issued.

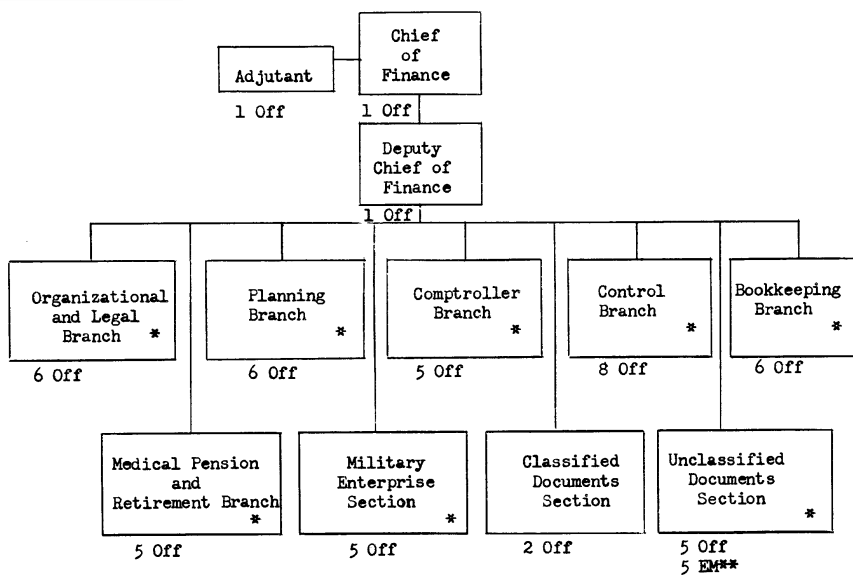
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Annex A

THE ORGANIZATION OF THE FINANCE DEPARTMENT OF THE MINISTRY OF NATIONAL DEFENSE



\* Had approximately two civilian typists.  
\*\* EM were used as runners and clerks.

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